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**COLORADO STATE ARCHIVES - SCHOOL DISTRICT RECORDS**  
**SCHEDULE 8**  
**TRANSPORTATION RECORDS**

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**General Description:** Records generally relating to the operation and maintenance of the school district's transportation program. *The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).*

**Duplicate Copies:** Provided that no retention period is specified for duplicate copies, retain those that are created for **administrative purposes** for 1 year, and retain those created for **convenience or reference purposes** until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

1. **DRIVER QUALIFICATION FILE** – to include but not limited to:

- a. CDE school bus driver annual written test
- b. CDE small vehicle driver annual written test
- c. Driving performance test
- d. DOT medical report
- e. Motor vehicle record check
- f. First aid certificate
- g. Commercial driving license (CDL) copy

Retention:                      6 years

2. **DRIVER QUALIFICATION FILE CONTINUED** – new hires:

- a. Pre-service training record outline
- b. Mountain driving written test
- c. Adverse weather driving written test
- d. CDL skills test

Retention:                      Until driver resigns, is terminated or retires

3. **VEHICLE MAINTENANCE FILE** – to include but not limited to:

- a. Annual inspection form
- b. Vehicle repair form
- c. Preventive maintenance inspection form

Retention:                      Life of the vehicle or 10 years

4. **DAILY PRE-TRIP INSPECTION SHEETS** that verify the driver has completed the required inspections.

Retention: 6 months

5. **EMERGENCY EVACUATION DRILLS** that document the driver's knowledge and application of evacuation procedures.

Retention: 3 years

6. **EMERGENCY EVACUATION TALK CHECKLIST** that spell out the correct and proper procedures for students and teachers to follow in the event of an emergency.

Retention: 6 months

7. **TRANSPORTATION SERVICE HOURS** that detail the schedule of service for the district's vehicles.

Retention: 6 months

8. **DRUG AND ALCOHOL TEST RESULTS** that are required of transportation section employees.

Retention: 5 years

9. **IN-SERVICE TRAINING RECORD** that documents the annual training provided to each driver and maintenance person.

Retention: 6 years

10. **FINGERPRINT REPORTS** from the Colorado Bureau of Investigation and FBI

Retention: Until driver resigns, is terminated or retires

11. **ANNUAL INSPECTOR FILES** that verify an inspector's competence in certain areas.

- a. Initial certification
- b. Hands on score sheets
- c. nspector written test
- d. Re-certification sticker
- e. Brake inspector qualifications

Retention:                      Until inspector resigns, is terminated or retires

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